



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-5

OCT 10 1997

Eric Pressler, Treasurer
PG & E Corporation Employees'
Federal Political Action Committee
77 Beale Street, Rm 758
San Francisco, CA 94177

Identification Number: C00177469

Reference: April Monthly (3/1/97-3/31/97), May Monthly (4/1/97-4/30/97),
June Monthly (5/1/97-5/31/97), July Monthly (6/1/97-6/30/97),
and August Monthly (7/1/97-7/31/97) Reports

Dear Mr. Pressler:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-Schedule A supporting Line 11(a)(i) of your report discloses contributions received through what appears to be a payroll deduction plan. Please amend your report to disclose the amount of the deduction for each period. 11 CFR §104.8(b) Please refer to the enclosed sample of properly reported payroll deductions.

Any amendment or clarification should be filed with the Federal Election Commission. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530. My local number is (202) 219-3580.

Sincerely,

A handwritten signature in black ink that reads "Melissa Hurd".

Melissa Hurd
Reports Analyst
Reports Analysis Division

PAYROLL DEDUCTIONS

SCHEDULE A ITEMIZED RECEIPTS		Use separate schedules for each category of the Contributions from Individuals Described Summary Page PAGE OF FOR LINE NUMBER 11(B)(1)	
Contributions from Individuals			
Any information stated from such Receipts and Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes, other than using the name and address of any political committee to solicit contributions from such committee.			
NAME OF COMMITTEE (or PAC) ► National Organization PAC 000000001			
A. Full Name, Mailing Address and ZIP Code		Name of Employer	Date (month, year) Amount of Each Received This Period
Anne Sullivan 81 Main Street City, State 21P		National Organization, Inc.	payroll \$90.00
Receiv'r For:	Primary Other (specify)	Concierge Branch Manager	deduction (\$15 biweekly)
		Employee Name > 3	265.00
B. Full Name, Mailing Address and ZIP Code		Name of Employer	Date (month, year) Amount of Each Received This Period
Rodney Jones 881 Main Street City, State 21P		National Organization, Inc.	payroll \$120.00
Receiv'r For:	Primary Other (specify)	Concierge Vice President	deduction (\$20 biweekly)
		Employee Name > 5	380.00

Itemize payroll deductions only after they have exceeded \$200 per calendar year from an individual.

IN-KIND CONTRIBUTIONS

SCHEDULE A ITEMIZED RECEIPTS		Use separate schedules for each category of the Contributions from Individuals Described Summary Page PAGE OF FOR LINE NUMBER 11(A)(2)	
Contributions from Individuals			
Any information stated from such Receipts and Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes, other than using the name and address of any political committee to solicit contributions from such committee.			
NAME OF COMMITTEE (or PAC) ► National Organization PAC 000000001			
A. Full Name, Mailing Address and ZIP Code		Name of Employer	Date (month, year) Amount of Each Received This Period
Martin L. Kress 4 River Road City, State 21P		National Organization, Inc.	8/19/94 \$3,999.00 (RAFFLE) (RAFFLE PRIZE)
Receiv'r For:	Primary Other (specify)	Chairman	Employee Name > 1 \$3,999.00

SCHEDULE B ITEMIZED EXPENDITURES		Use separate schedules for each category of the Operating Expenditures/Other Periodical Described Summary Page PAGE OF FOR LINE NUMBER 21(b)	
Operating Expenditures/Other Periodical			
Any information stated from such Receipts and Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes, other than using the name and address of any political committee to solicit contributions from such committee.			
NAME OF COMMITTEE (or PAC) ► National Organization PAC 000000001			
A. Full Name, Mailing Address and ZIP Code		Name of Expenditure	Date (month, year) Amount of Each Received This Period
Martin L. Kress 4 River Road City, State 21P		raffle prize	8/19/94 \$3,999.00 (IN-KIND CONTRIBUTION)
Concierge Primary Other (specify)	Primary Other (specify)	Employee Name > 1	

Itemize in-kind contributions on both Schedules A and B so as not to inflate the cash-on-hand amount.

Payroll Deductions

Once an individual's deductions aggregate over \$200 in a calendar year, report the total amount deducted from the donor's paychecks during the reporting period on Schedule A. In parentheses indicate the amount that was deducted each pay period. Instead of stating a specific date of receipt, write "payroll deduction" under "Date." The other itemized information, including the year-to-date total, must be completed for each donor, 104.8(b).

EXAMPLE: During an election year, a corporate manager authorizes her employer to deduct \$15 per pay period (each pay period is two weeks) for the company's SSF. The SSF, which files FEC reports on a quarterly schedule, includes the manager's first-quarter contributions (\$90 for six pay periods) as "unitemized contributions" on Line 11(a)(ii) in the April quarterly report.

By June 30 (the closing date for the July quarterly report), 13 pay periods have passed, and the manager's aggregate contributions are \$195—still below the \$200 itemization threshold. The manager's second-quarter contributions again are included in "unitemized contributions" in the July report.

By September 30 (the closing date for the October quarterly report), 19 pay periods have passed, and the manager's contributions reach \$285. Now the committee itemizes the total contributions received from the manager during the third quarter (\$90), providing the year-to-date total in the appropriate space. (See item A in the illustration above.)

In-Kind Contributions

When determining whether to itemize an in-kind contribution, follow the same guidelines listed above under "When to Itemize Receipts." See page 8 for information on how to determine the dollar value of an in-kind contribution.

In addition, add the value of the in-kind contribution to the operating expenditures total on Line 21(b) (in order to avoid inflating the cash-on-hand amount), 104.13(a)(2).

If the in-kind contribution must be itemized on Schedule A, then it must also be itemized on a Schedule B for operating expenditures. See the illustration at right.